



TO: North County Library Authority (NCLA) Commission

FROM: Marcie Scott, Liaison

DATE: October 18, 2021

SUBJECT: Review and Approval of Invoices for Payment

Discussion

Invoices for services provided to NCLA have been received and are before the Commission tonight for review and authorization to pay.

1. Two Invoices from Meyers Nave for Legal Services totaling \$2,774.63

The attached invoices dated 6/14/21 in the amount of \$569.63 and 9/15/21 for \$2,205.00 provide details on legal services provided, which are consistent with the professional services contract. There are sufficient funds budgeted for this payment.

2. Invoice from NBS for annual parcel tax audit services in the amount of \$6,975.95

The attached invoice dated 9/20/21 provides detail for services provided consistent with their contract. There are sufficient funds budgeted for this payment.

3. Invoice from MRG, LLC for administrative support in the amount of \$5,600.00

The attached invoice dated 7/29/21 provides detail of administrative support provided during the period of February 1, 2021 through June 30, 2021. These duties are consistent with the terms of the contract and there are sufficient funds budgeted for this payment.

Once invoices are approved by the Commission, the Liaison will transmit the County's Authorization for Bank Payment form to the President and Secretary for their signatures. The signed forms will be submitted to the County and paid electronically within one week.

Recommendation

It is recommended the Commission review and approve payment for the invoices referenced above.



1999 HARRISON STREET, SUITE 900
OAKLAND, CALIFORNIA 94612
510 808-2000

Tax ID 94-3050358

NCLA PRESIDENT
NORTH COUNTY LIBRARY AUTHORITY
1 NORTH SAN ANTONIO ROAD
LOS ALTOS, CA 94022

June 14, 2021

CLIENT: NORTH COUNTY LIBRARY AUTHORITY
MATTER: GENERAL COUNSEL SERVICES
OUR FILE NO: 1579.003
INVOICE NO: 2021050152

FOR PROFESSIONAL SERVICES RENDERED THROUGH MAY 31, 2021

<u>DATE</u>	<u>INIT</u>	<u>DESCRIPTION</u>	<u>RATE</u>	<u>HOURS</u>
05/20/21	CSL	TELEPHONE CALL WITH S. MATTAS AND MARCIE SCOTT REGARDING FUNDS ISSUES AND CORRESPONDENCES TO CITY OF LOS ALTOS	350.00	0.60
05/20/21	CSL	ATTENTION TO EMAILS AND DOCUMENTS FROM MARCIE SCOTT REGARDING FUNDS ISSUES AND CORRESPONDENCES TO CITY OF LOS ALTOS	350.00	0.30
05/20/21	STM	CONFERENCE WITH MARCIE SCOTT REGARDING ISSUES RELATED TO RECOVERY OF NCLA FUNDS ON DEPOSIT WITH CITY OF LOS ALTOS	455.00	0.50
TOTAL FEES				1.40
				\$542.50

COSTS ADVANCED

<u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
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NORTH COUNTY LIBRARY AUTHORITY
GENERAL COUNSEL SERVICES
OUR FILE NO: 1579.003

June 14, 2021
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INVOICE NO: 2021050152

05/31/21	5% IN-HOUSE COSTS	27.13
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TOTAL COSTS ADVANCED	<u>27.13</u>
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TOTAL FEES AND COSTS ADVANCED	<u><u>\$569.63</u></u>
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meyers | nave

professional law corporation

1999 HARRISON STREET, SUITE 900
OAKLAND, CA 94612

510-808-2000

Tax Id 94-3050358

NCLA PRESIDENT
NORTH COUNTY LIBRARY AUTHORITY
1 NORTH SAN ANTONIO ROAD
LOS ALTOS, CA 94022

September 15, 2021

Client: NORTH COUNTY LIBRARY AUTHORITY

<u>Client - Matter</u>	<u>Invoice No.</u>	<u>Matter Name</u>	<u>Costs</u>	<u>Fees</u>	<u>Total</u>
1579.003	2021080491	GENERAL COUNSEL SERVICES	105.00	2,100.00	2,205.00
	Summary Total		<u>\$105.00</u>	<u>\$2,100.00</u>	<u>\$2,205.00</u>

meyers | nave

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1579.003	2021080491	GENERAL COUNSEL SERVICES	105.00	2,100.00	2,205.00
	Summary Total		<u>\$105.00</u>	<u>\$2,100.00</u>	<u>\$2,205.00</u>

PLEASE RETURN THIS PAGE WITH PAYMENT

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1999 HARRISON STREET, SUITE 900
OAKLAND, CALIFORNIA 94612
510 808-2000

Tax ID 94-3050358

NCLA PRESIDENT
NORTH COUNTY LIBRARY AUTHORITY
1 NORTH SAN ANTONIO ROAD
LOS ALTOS, CA 94022

September 15, 2021

CLIENT: NORTH COUNTY LIBRARY AUTHORITY
MATTER: GENERAL COUNSEL SERVICES
OUR FILE NO: 1579.003
INVOICE NO: 2021080491

FOR PROFESSIONAL SERVICES RENDERED THROUGH AUGUST 31, 2021

<u>DATE</u>	<u>INIT</u>	<u>DESCRIPTION</u>	<u>RATE</u>	<u>HOURS</u>
08/26/21	LPD	PREPARE FOR AND ATTEND MEETING WITH NCLA STAFF REGARDING COMMISSION MEETING	350.00	1.00
08/30/21	CSL	ATTENTION TO AND CONFERENCE WITH S. MATTAS REGARDING 8/30/21 COMMISSION MEETING AGENDA AND RELATED ISSUES	350.00	0.50
08/30/21	CSL	REVIEW DOCUMENTS AND REPORTS FOR 8/30/21 COMMISSION MEETING AGENDA AND PREPARE FOR SAME	350.00	1.60
08/30/21	LPD	CONFERENCE REGARDING BOARD MEETING	350.00	0.30
08/30/21	CSL	CONFERENCE WITH L. D'ANDREA REGARDING 8/30/21 COMMISSION MEETING ISSUES AND RELATED QUESTIONS	350.00	0.20
08/30/21	CSL	TELEPHONE CALL WITH MARCIE SCOTT REGARDING 8/30/21 COMMISSION MEETING AGENDA AND RELATED ISSUES	350.00	0.50

NORTH COUNTY LIBRARY AUTHORITY
GENERAL COUNSEL SERVICES
OUR FILE NO: 1579.003

September 15, 2021
Page 2

INVOICE NO: 2021080491

<u>DATE</u>	<u>INIT</u>	<u>DESCRIPTION</u>	<u>RATE</u>	<u>HOURS</u>
08/30/21	CSL	ATTEND 8/30/21 COMMISSION MEETING	350.00	1.90
TOTAL FEES				<u>6.00</u>
				<u>\$2,100.00</u>

<u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
08/31/21	5% IN-HOUSE COSTS	105.00
TOTAL COSTS ADVANCED		<u>\$105.00</u>

TOTAL FEES AND COSTS ADVANCED \$2,205.00

Outstanding Invoice Payor Report

<i>Client</i>	<i>Client Name</i>	<i>Invoice Date</i>	<i>Amount Billed</i>	<i>Amount Paid</i>	<i>Balance</i>
<i>Matter</i>	<i>Matter Name</i>	<i>Payment Date</i>			
<i>Invoice</i>					
<i>Payor</i>					
1579	NORTH COUNTY LIBRARY AUTHORITY				
1579.003	GENERAL COUNSEL SERVICES				
2021050152		06/14/2021	569.63	0.00	569.63
2021080491		09/15/2021	2,205.00	0.00	2,205.00
Total for Matter 1579.003			<u>\$2,774.63</u>	<u>\$0.00</u>	<u>\$2,774.63</u>
Total for Client 1579			<u>\$2,774.63</u>	<u>\$0.00</u>	<u>\$2,774.63</u>
Report Total			<u>\$2,774.63</u>	<u>\$0.00</u>	<u>\$2,774.63</u>



32605 Temecula Parkway, Suite 100
 Temecula, CA 92592
 Toll free: 800.676.7516 (P) 951.296.1997

nbsgov.com

Marcie Scott
 MRG Consultant
 North County Library Authority
 Care Of Marcie Scott
 E mail to msscott@solutions-mrg.com

September 20, 2021

Project No: NORTHCOUNTYLIBR.PTA
 X
 Invoice No: 921000353

Library Parcel Tax

Tax Roll Billing

Prior year fees \$6,543.66 x 3.8% CPI for the Northern California area = \$6,792.22

Annual invoicing per client request

July 1, 2021 through June 30, 2022

Fee	6,792.22
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Reimbursable Expenses

Data Reimbursable	155.73	
Telephone Reimbursable	28.00	
Total Reimbursables	183.73	183.73

TOTAL THIS INVOICE	\$6,975.95
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Invoice



Invoice ID: 03-21-318
P.O. Number: C201938
Issue Date: 07/29/21
Due Date: 08/28/21
Subject: Los Altos Library Association (North County Library Authority)
(MRG Project #318017-LOS-08)

To: Los Altos, City of

Attn: City Manager's Office
1 North San Antonio Road
Los Altos, CA 94022

From: MRG, LLC

Please Remit To:
Municipal Resource Group, LLC
P.O. Box 561, Wilton, CA 95693
cmatsumoto@solutions-mrg.com
phone: 866-774-3222
EIN 26-4149793

Item	Description	Quantity	Unit Price	Total
Hours	02/02/21: Meetings with City staff. Prepare agenda and materials. Follow up on issues.	2.00	\$200.00	\$400.00
Hours	02/04/21: Phone call with City staff regarding LAIF acct. Phone call with City regarding pending documentation.	1.50	\$200.00	\$300.00
Hours	02/12/21: Meeting regarding pending issue, follow up.	1.00	\$200.00	\$200.00
Hours	02/19/21: Pending issues with City. Communications to prepare for meeting. Update call on pending items.	1.50	\$200.00	\$300.00
Hours	02/24/21: Deliver materials.	0.50	\$200.00	\$100.00
Hours	03/10/21: Phone call regarding pending issues. Follow-up email.	1.00	\$200.00	\$200.00
Hours	03/12/21: Prepare and revise minutes.	1.50	\$200.00	\$300.00
Hours	03/14/21: Phone call to review pending items.	0.50	\$200.00	\$100.00
Hours	03/15/21: Review draft report.	0.50	\$200.00	\$100.00
Hours	03/19/21: Call with County to review financial processes. Follow up research. Email communications.	1.00	\$200.00	\$200.00
Hours	03/22/21: Prepare agenda and staff reports. Prepare for and attend Board meeting, follow up.	5.00	\$200.00	\$1,000.00
Hours	04/05/21: Email communications. Prepare information for City LA and review documentation.	0.50	\$200.00	\$100.00
Hours	04/19/21: Prepare for and attend update meeting with Commissioner.	1.00	\$200.00	\$200.00
Hours	04/22/21: Email City regarding pending matters.	0.50	\$200.00	\$100.00
Hours	05/10/21: Regular virtual Commission meeting including agenda preparation and staff reports.	4.00	\$200.00	\$800.00

Item	Description	Quantity	Unit Price	Total
Hours	05/19/21: Prepare letter, send poll for meeting dates. Review email.	1.00	\$200.00	\$200.00
Hours	05/20/21: Update meeting, follow emails.	1.00	\$200.00	\$200.00
Hours	06/02/21: Update budget meeting with County and Commissioner.	1.00	\$200.00	\$200.00
Hours	06/03/21: Coordination for upcoming meetings.	1.00	\$200.00	\$200.00
Hours	06/10/21: Revise budget based on new information provided by County.	1.00	\$200.00	\$200.00
Hours	06/22/21: Email communications. Documents preparation for NBS. Provide info for City from County	1.00	\$200.00	\$200.00

Total \$5,600.00
Amount Paid - \$0.00

Amount Due **\$5,600.00**

Notes

CONFIDENTIAL INVOICE - Questions on this invoice, please call 866-774-3222